

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1st Floor Conference Room, Oneida County Courthouse**  
**June 21, 2017**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Billy Fried, Dave Hintz, Sonny Paszak

**LRES COMMITTEE MEMBERS ABSENT:** Carol Pederson

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Myles Alexander (UW-Extension); Nick Sabato (Lakeland Times)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Paszak to approve the agenda for today's meeting. Second by Hintz. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the June 8<sup>th</sup> minutes as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

**VOUCHERS AND BILLS**

Charbarneau presented items for the Committee's review. Motion by Paszak to pay the vouchers and bills. Second by Hintz. All members present voting 'Aye'. Motion carried.

**2018 STAFFING REQUEST PROCEDURE**

Charbarneau discussed letter and form provided to the Committee that she would like to send to Department Heads for 2018 full-time, part-time and LTE staffing requests. Cushing feels they should do the process the same as last year where regular requests are provided to the Committee in a list for approval and any special requests will be reviewed individually by the Committee. Fried asked about the status of scanning projects throughout county departments; Charbarneau notes that scanning will be a need for many years to come due to the backlog of scanning. Brief discussion held on LTE hours and Affordable Care Act requirements. Smith confirms that she is agreeable with this process. Committee directs Charbarneau to move forward with sending out the staffing request information.

**2018 HEALTH INSURANCE**

Charbarneau reports that she previously attended a meeting about alternative health insurance options. Charbarneau explained the provider focused option which has the potential to save employees and the county money on health insurance costs. Charbarneau also discussed the successes of the new Aspirus near-site clinic. Charbarneau is working with Kim Hurtz/Aegis to see if a provider focused network option would be feasible and the logistics of implementing such a plan. Further discussion was held on other options to explore with the Committee agreeing that providing employees with several health insurance options would be a better way for employees to pick health insurance based on individual health needs and budgets. Fried asked if the Committee will receive information on the 2018 premium costs of the current plans as well as costs of other possible options; Charbarneau confirmed that this will be done. Brief discussion held on the option of requiring employee's spouse to carry their own health insurance if they have it available at a reasonable cost.

## **DRAFT OF UW-EXTENSION EXTENDED 2017 CONTRACT**

With the state's change of the UW-Extension annual contract to start on January 1<sup>st</sup> instead of July 1<sup>st</sup>, the state has reconciled the amount owed for 7/1/17 through 12/31/17 until the 1/1/18 contract can start. Alexander discussed the new amounts, with the county potentially needing an additional \$758 over the current budgeted amount to cover the contract for 7/1/17 to 12/31/17. Cushing asks Alexander to have UW-Extension work with Finance to see if this additional money can be found in the UW-Extension current year budget. Further discussion held on proposed amounts, state restructuring, contract due dates and the benefits of moving the UW-Extension contract year to January 1<sup>st</sup> to coincide with the county budget year. Charbarneau clarifies that these numbers aren't official. Discussion held and Committee agrees to wait until the final contract is received before taking any further actions.

## **CHAPTER 4 – COUNTY CODE REVIEW**

Charbarneau states previously, the Committee agreed to have the County Code Chapter 4 reviewed and updated. Charbarneau has completed this update and has had the code reviewed by both Smith and Corporation Counsel Brian Desmond. Charbarneau says that many of the items that have been removed were items that are already in the Employee Handbook or will be in the Employee Handbook after this update is complete. Charbarneau has also added wording to clarify certain sections. Fried asked how this process will work; Charbarneau says once the County Code is approved by this Committee, she will be working with Lueneburg, Desmond and Smith to update the Employee Handbook so it coincides with the updated Chapter 4. Discussion held on how to proceed.

The following changes were proposed to the draft County Code Chapter 4:

- 4.18 Employee Classifications – under 1a, Smith recommends removing “with prior approval from their Department Head or Committees of Jurisdiction”. Hintz feels the entire employee classifications section should be removed from the County Code and added to the Employee Handbook. Discussion held. Committee agrees to remove the section.
- 4.2 Establishing Positions – Smith feels that funding isn't always guaranteed for a position when the budget process is done, even if it was approved at the Committee level. Discussion held and Committee agrees to the following changes to the section:
  - under 3d, remove the wording “and that funding is available”.
  - under 4a, add “and that funding is identified and available” at the end of sentence one.
- 4.3 Hiring Wage Rate and PTO Benefit – Smith feels this section should be more specific. Discussion held and Committee agrees to add at the end of the paragraph “and anything above the outlined approval of LRES Committee should go to the County Board for approval”.
- 4.31 Filling Position Vacancies – under 8, Smith suggests adding “in the event a Department Head wants an external recruitment, the recruitment would be led in this manner.” Discussion held. Smith states, as a Department Head, she would like to have a say of recruitment type when the vacancy is in her office. Fried feels this should be a decision made during the vacancy review process so the decision can be made jointly with the Committee of Jurisdiction, Department Head and Human Resources Director. Discussion held. Committee agrees to add “Human Resources Director and Department Head will meet to discuss an internal versus external recruitment strategy”. The Committee discussed the matter further and agrees that this is an item that should be added to the vacancy review form and process.

**CHAPTER 4 – COUNTY CODE REVIEW (continued)**

Motion by Cushing to approve Chapter 4 with the corrections that were made and have Charbarneau, Desmond, Smith and Lueneburg update the Employee Handbook with changes that were made. Second by Fried. All members present voting 'Aye'. Motion carried.

**FUTURE MEETING DATES**

July 5, 2017 at 9:00 a.m. – Committee meeting  
July 19, 2017 at 9:00 a.m. – Committee meeting  
August 1, 2017 at 9:00 a.m. – Deputy bargaining and Committee meeting  
August 21, 2017 at 1:00 p.m. – Deputy bargaining  
August 23, 2017 at 9:00 a.m. – Committee meeting  
August 30, 2017 at 10:00 a.m. – Deputy bargaining

**FUTURE AGENDA TOPICS**

Benefit package comparables  
Bargaining Strategies – Deputy Association  
2018 Health Insurance  
Employee Handbook Review and Updates

Also, the Employee Appreciation Ice Cream Social will be held on August 15, 2017.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Cushing to adjourn meeting. Second by Paszak. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:04 a.m.

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Ted Cushing, Chairman

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Date

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Jennifer Lueneburg, Committee Secretary

\_\_\_\_\_  
Date